

28 June 1965

MEMORANDUM FOR THE RECORD

STAT Subject: Discussion with [] Inspection Staff

1. On 13 April, in response to a telephone call from []
Inspection Staff I met with him to discuss a complaint registered by
an employee of ORR about a report on records management.

STAT 2. This employee in ORR was annoyed by a requirement to report the
STAT records destroyed and the records retired each quarter. In addition,
the employee was concerned about the accuracy of the report. I explained
to [] that this report was required by ORR and not the Records
Administration Staff; however I am in agreement with the objective and
believe that it is a good tool to use in managing a records management
STAT program. [] agreed but wondered if the report could be less frequent.
I discussed this with the ORR Records Management Officer, [] who
STAT is willing to consider changing this to semi-annually.

STAT 3. I reported this to [] and no further action is necessary.

